STAT

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390008-3

ARO FORM IMPROVEMENT COMPLETION RECORD

STAT

NAME OF ARO	DATE OF Form IMPROVE REPORT	DATE APPROVED	BY	FORM NO.	REMARKS
	3 NOV 61	14 NOV 61	EV.	1856	New style of revision of "classified Document Receipt" used by Agency in getting receipts from contractors
	UNDATED	14 NOV 61	"	1857	This is a new form letter that eliminates the typing of two letters. Eliminates need for filing both ✓ in coming and outgoing material on the subject
	7 NOV 61	12/12/61	"	1864	Replaces 3 bootleg forms.
	11 DEC 61	1/8/62	"	1868	Replaces 1 bootleg form
	—	12/14/61	EV.	1551	REVISION - Eliminates and makes obsolete Forms 1554, 1580 and 1580a
	—	12/14/61	"	1865	New -
	—	12/14/61	"	1551a	New - now a 6 part NER Set.
	—	—	HKK	—	REVISION OF EXISTING FORM 1638 to INCLUDE Cost Accounting (BLOCKS
	—	—	HKK	—	Revision of Forms 140 + 1666 (dealing with Records Retirement)
	6 Dec 61		PH		~~R~~ Combine, at least 8 bootleg Cover Approval and Name Check Processing Record Forms into one form. The status of the form is contingent upon a staff study of Cover Approval procedures.
	Dec 61		PH		A personal processing form combining — bootleg forms. He has not finished his project yet but plans to do so in near future.

ILLEGIB

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Forms Improvement Work Shop - 26-27 October 1961

1. Total attendance 23 (Three attending 2 days)
2. Number Completing All Assignments 9
3. Official Forms Concerned +371
4. Bootleg Forms Concerned 12
5. One new Form replaced two typewritten letters
6. " " " " 3 bootleg forms
7. " Revised " " 3 official forms.
8. " new " " 8 bootleg forms
9. " new " " 1 bootleg forms — 50

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